

The Benjamin Kane Gupta Fellows Program at the Department of State

Employer Name

George Washington University

Employer Description

The U.S. Department of State and The George Washington University School of Business (GWSB) are proud to introduce the Benjamin Kane Gupta Fellows Program which offers a profound avenue for MBA students to apply skills learned in the classroom to the meaningful work of international public-private partnership creation and management.

This opportunity is open to MBA student across the globe.

Job Title

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The Department of State and The George Washington University School of Business (GWSB) is proud to introduce the Benjamin Kane Gupta Fellows Program which offers a profound avenue for MBA students to apply skills learned in the classroom to the meaningful work of international public-private partnership creation and management.

This program will provide Fellows with a rich educational experience by providing them with in-depth exposure to public-private partnership building at the Department of State.

Fellows will work with the Department of State on its partnership programs either in the Secretary's Office of the Global Partnership Initiative or in a regional bureau. The Fellows will facilitate collaboration among innovative businesses, governments, and civil society through research and program development. While the fellowship will focus on the position at the Department of State, it will be housed and administered within the GW School of Business.

The Fellowship aims to provide MBA students the opportunity to apply academic study to practice, while advancing their professional development.

**Please note that additional information on GWSB and*

the Secretary's Office of the Global Partnership Initiative can be found in the Application Appendix.

Expectations

A Benjamin Kane Gupta Fellow is expected to maintain a high level of performance in all aspects of the program. Fellows must maintain satisfactory academic progress. They must also abide by the *Code of Academic Integrity*, *Code of Student Conduct*, *GW University Manual of Personnel Policies*, and all other university policies and regulations. Failure to comply could result in expulsion from the program. At the end of the fellowship, a Fellow's performance is evaluated, reviewed, and approved by GWSB.

Role

The Fellow is expected to work 40 hours per week for one academic semester. The fellows are to work closely with the Secretary of State's Global Partnership Initiative and external partners to cultivate the network of cross-sector actors and relevant initiatives. Fellows are also to assist in managing partner relationships, documenting lessons learned, disseminating information around such effort, and exploring new areas of opportunity.

Further information on Essay Questions, Placement Exercise, and Letter of Recommendations

Applicants must submit the following information according to the instructions provided. Failing to do so will lead to an incomplete application. Questions should be directed to gfellows@gwu.edu. No phone calls please.

Cover Letter & Resume

Page 1 (Cover Letter): Please detail why you wish to pursue a position in the Benjamin Kane Gupta Fellows Program and how your academic and professional experience has prepared you for such an opportunity.

Page 2 (Resume): Please include an updated copy of your resume, showing recent academic and professional

achievements and recent employment history.

****GPA must be listed on the resume to be considered. (Mandatory)**

Essay Questions

This section consists of five essay questions. You must answer all five questions. Answer all of the questions within the same word document, but begin each answer in a new paragraph labeled “Essay Question #__”. Use a maximum of 500 words for each response, and each response must be double-spaced. Be sure to include a right header that exemplifies this format: “(Your Last Name), Page number.”

Essay Question #1: If selected as a Benjamin Kane Gupta Fellow, how would you use your time at the Department of State to shape your graduate course work and experience at GWSB (or other university)?

Essay Question #2: Describe your plans for your professional career path following graduate school. What are your short term and long term career goals? How will the Gupta Fellowship help you achieve your short term and long term career goals?

Essay Question #3: Reflect back on a time when you worked on a team with other leaders and describe the situation. Then, use specific examples that describe your leadership style. Elaborate on what you learned from the experience by sharing examples of one strength and one area you would like to improve as a team leader or as a team member.

Essay Question #4: Describe one time when you felt you made a difference in someone's life through your volunteer work or community service activities.

Letters of Recommendation

To reflect the core mission of the Benjamin Kane Gupta Fellows Program, applicants should submit three separate letters of recommendation: one from a member of the academic community, one from someone who can speak to professional skills, and one from

someone who can describe community service background or ambassadorial abilities. Each recommendation should be submitted by a different person, and each recommendation should be submitted on the organization's letterhead. They should be received in our office as part of the application packet.

Recommendations can be emailed, faxed, or mailed to:

The Benjamin Kane Gupta Fellows Program

Selection Committee
2033 K Street, Suite 230, NW

Washington, DC 20006

Fax: (202) 994-4411

gfellows@gwu.edu

Remember: Your main application is due April 15, 2014!

Qualifications

The Benjamin Kane Gupta Fellows will be offered to up to four MBA students per year and will provide a stipend to support a full-time schedule of 40 hours per week at the Department of State for one academic semester. Graduate students from any accredited university may apply for this elite program. Depending on the university where they are enrolled, Gupta Fellows may be eligible to obtain academic credit for the fellowship in accordance with the guidelines of the Gupta Fellows respective institutions.

The fellows will be selected through an application process and selection committee in accordance with GW

university procedures.

Eligibility Requirements:

- U.S citizenship
- 2nd year MBA student or dual degree MBA student in second year of study (or within 1 year of completion of MBA or dual degree MBA program).
Strong academic achievement
- Leadership experience and potential
- Ability to work effectively as part of a team
- If selected, the candidate must successfully complete and maintain a security clearance by the U.S. Department of State.

Deadline:

June 6, 2014 (for consideration for fall 2014), applications will also be accepted on rolling basis for consideration January 2015 up until late summer (TBC) 2014.

Work Authorization	US Work Authorization Required
Job Type	Full-Time
Job Audience	Internship Employment
Eligible Program(s) The default for the Eligible Program field selects all MBA program types. Please select only the MBA program type(s) you wish to view this position if you are soliciting from a specific program.	Full-Time MBA
Job Location	USA - MIDATLANTIC - Washington DC Metro
Job City	
Job Function	Other
Job Industry	Education
Job Requisition Number	
Job Application Method You may choose more than one method	Other: Add application instructions if none of the above are selected.

Special Application Instructions

Further information on Essay Questions, Placement Exercise, and Letter of Recommendations

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Selection Committee
2033 K Street, Suite 230, NW

Washington, DC 20006

Fax: (202) 994-4411

gfellows@gwu.edu

Applications are due by June 6th, 2014.

JOB CONTACT INFORMATION

Title

Name Selection Committee

Address Line 1 2033 K Street, Suite 230, NW

Address Line 2

Address Line 3

City

State Washington, D.C.

Country United States

Postal Code 20006

Email Address gfellows@gwu.edu